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CITIZENS' ADVISORY COMMITTEE ON CHARTER REFORM

MEMORANDUM

March 14, 1994

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- Ballesteros, Co-Chair
Participation in Charter Reform Review Process

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Committee on Charter Reform is comprised of 19 ne Board of Supervisors, the Mayor and the Chief nd was established to review Charter reform iews on legislative proposals and review final

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CITIZENS' ADVISORY COMMITTEE ON CHARTER REFORM

MEMORANDUM

March 14, 1994

TO: Interested Individuals, Organizations and Government Officials
FM: Holli Thier, Co-Chair
Joseph Van Ness - Ballesteros, Co-Chair
RE: Opportunities for Participation in Charter Reform Review Process

Proposition N, passed by the voters In November 1993 mandates that a designated member of the Board of Supervisors, the Mayor and the Chief Administrative Officer Identify, develop and submit to the full Board of Supervisors Charter reform measures which would create structural changes in San Francisco City government to increase efficiency, reduce long-term costs and improve service delivery. These measures will eventually be placed on the ballot for adoption by the voters.

The Citizens' Advisory Committee on Charter Reform is comprised of 19 citizens appointed by the Board of Supervisors, the Mayor and the Chief Administrative Officer and was established to review Charter reform proposals, submit its views on legislative proposals and review final drafts.

Since February 1994, we have been reviewing the San Francisco Charter, identifying key issues and areas of possible action, including the structure of our city/county government, policies and entitlements, and procedural, technical and administrative details. The Committee is evaluating these issues, gaining the input of the public and government officials, and accepting Charter Reform proposals. The Committee anticipates making its formal recommendation to the Proposition N Committee by the end of April 1994.

The Citizens' Advisory Committee on Charter Reform wants your input. A successful Charter review process depends on the full participation of community-based organizations, members of the public and government officials.

Please share your thoughts and ideas on Charter reform with us by:

- providing testimony at a public hearing. A hearing is scheduled for Thursday, March 24, 1994 from 6:30 P.M. - 9:00 P.M. In the Health Commission Meeting Room, 101 Grove Street;
- attending a regular meeting of the Advisory Committee on Charter Reform held every Thursday evening at the S.F. War Memorial Veteran's Building, Room 219, 6:30 P.M. -9:00 P.M. and participating in the Public Comment section of the meeting. Please note that the March 17 meeting has been cancelled in observance of St. Patrick's Day;
- inviting the Advisory Committee to make a presentation to your organization through April 15, 1994;
- submitting your comments or those of your organization in writing by April 15, 1994.

You may contact the Advisory Committee on Charter Reform by writing to us at City Hall, Room 235, San Francisco CA 94102 or by contacting one of the co-chairs, Holli Thier at (707) 648-4388 or Joseph Van Ness - Ballesteros at (415) 241-1300 x 714.

DISABILITY ACCESS

The Department of Public Health Building is wheelchair accessible. The closest accessible BART Station is Civic Center, 2 blocks from the Department of Public Health Building which is across the street from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

There is accessible parking in the lot south of the building and also at the Civic Center Plaza Garage at Polk/McAllister.

The following services are available on request 72 hours prior to the meeting:

For American sign language interpreters; or the use of a reader during a meeting; or for a large print copy of an agenda; or alternative formats, contact Ann Schlegel at (415) 554-7500.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

Advisory Committee on Charter Reform
City and County of San Francisco
Room 109, City Hall
San Francisco, CA 94102

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ADVISORY COMMITTEE ON CHARTER REFORM

City & County of San Francisco

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Memorandum

April 19, 1994

TO: City Department Heads, Community Groups and Individuals Interested In Charter Reform
FM: Holli Thier, Co-Chair
Joseph Van Ness - Ballesteros, Co-Chair
RE: Consideration of Technical, Procedural and Obsolete Provisions of the San Francisco Charter

Proposition N, passed by the voters in November 1993 mandates that a designated member of the Board of Supervisors, the Mayor and the Chief Administrative Officer identify, develop and submit to the full Board of Supervisors Charter reform measures which would create structural changes in San Francisco City government to increase efficiency, reduce long-term costs and improve service delivery. These measures will eventually be placed on the ballot for adoption by the voters.

The Citizens' Advisory Committee on Charter Reform is comprised of 19 citizens appointed by the Board of Supervisors, the Mayor and the Chief Administrative Officer and was established to review Charter reform proposals, submit its views on legislative proposals and review final drafts.

Since February 1994, we have been reviewing the San Francisco Charter, identifying key issues and areas of possible action, including the structure of our city/county government, policies and entitlements, and procedural, technical and administrative details. The Committee is evaluating these issues, gaining the input of the public and government officials, and accepting Charter Reform proposals.

We are reviewing changes to certain technical, procedural and obsolete provisions of the Charter. These may include section(s) of the Charter in which you may have an interest.

The attached list of technical, procedural and obsolete provisions contains recommendations that these sections be deleted, updated or placed in the Administrative Code.

Please forward your thoughts and ideas to the Advisory Committee on Charter Reform, City Hall 235, San Francisco, CA 94102 by the close of business on Wednesday, May 4, 1994. If we do not receive any response from you, we will assume that you have no objections to any of the proposed changes.

In addition we also want to encourage your active participation throughout the process of Charter Reform. We remind you that the Advisory Committee on Charter Reform meets every Thursday evening from 6:30 PM - 9:00 PM at the Veterans Building, 401 Van Ness, Room 219, San Francisco.

If you have any questions you may contact one of the Co-Chairs, Joseph Van Ness - Ballesteros at (415) 241-1300 x 714 or Holli Thier at (707) 648-4388.

Thank you for your time and attention to this matter.

Technical, Procedural and Obsolete Provisions of the Charter Currently Under Review

CHARTER SECTION	SUBJECT MATTER	PROPOSED ACTION
2.203	Clerk of the Board	Enact into ordinance
2.203-3	Board of Supervisors Administrative Assistants	Enact into ordinance
3.100.2	Mayor's Meet & Confer Authority	Move to Adm. Code
3.100.3	Deputy Mayors	Move to Adm. Code
3.100	Amount of Fiscal Bond	Move to Adm. Code
3.103	Employee Relations Office	Move to Adm. Code
3.201	CAO Functions, Powers & Duties	Enact into ordinance
3.202	Office of Risk Management	Move to Adm. Code
3.301and 3.303	Controller	Enact into ordinance
3.401(b)	Bureau of Delinquent Revenue	Eliminate as obsolete
3.401(c)	Claims Investigation	Move to Adm. Code
3.401(c)	Claims Investigation	Move to Adm. Code and Establish Bureau of Claims
3.402	DA Special Fund Warrant & Bond Office Warrant & Bond Deputy Fixing Bail	Move to Adm. Code Move to Adm. Code Move to Adm. Code Move to Adm. Code
3.402	District Attorney	Enact into Ordinance
3.523	City Planning Secretary of Commission; Consultant	Enact into ordinance
3.529	City Planning Advice on Physical Improvement and Development	Enact into ordinance
3.530-1	District Police Stations	Move to Adm. Code
3.530-3	Transfer of Housing Authority Police	Delete as obsolete
3.531 to 3.539	Police Department Other Executives; Inspectors; Special Police Officers; Patrol Special Officers; Special Powers of the Chief of Police; Traffic Regulations; Special Police Funds	Enact into ordinance
3.534	Inspectors	Delete as obsolete
3.536	Patrol Special Officers	Delete as obsolete
3.540 to 3.546	Fire Department Chief of Fire Department; Other Commission Appointments; Ranks in the Department; Deputy Chiefs and Other Executives; Fire Marshal; Fire Prevention; Curtailment of Fireboat Operations	Enact into ordinance

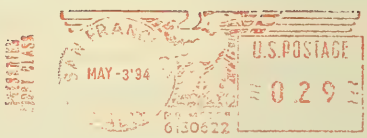
3.546	Fireboat Operations	Delete as Obsolete
3.551	Recreation & Park Dept. General Manager; Other Executives	Enact into ordinance
3.560	Library Department Commission	Enact into ordinance
3.570 to 3.573	Social Services Department Composition of Department; Commission; Director; Functions and Duties; Employees	Enact into ordinance
3.582	Port Commission Transfer of Harbor	Move to Adm. Code
3.583	Port Commission Status of Employees	Delete as obsolete or Move to Adm. Code
3.585	Port Commission Legal Advisor	Move to Adm. Code
3.590 to 3.599	Public Utilities Commission Commission, Composition, Powers and Duties; Utility Departments and Bureaus; Manager of Utilities and Other Executives; Legal Advisor; Utility Accounting; Foreign Trade Zones; Utility Rates; Acquisition of Public Utilities	Enact into ordinance
3.601	Art Commission	Move to Adm. Code
3.601	Art Commission	Enact into ordinance
3.620(b,1-4)	Fine Arts Commission Composition	Move to Adm. Code
3.621 to 3.624	Fine Arts Museum	Enact into ordinance
3.621 (b-e)	Fine Arts Museum Functions, Powers & Duties	Move to Adm. Code
3.623	Fine Arts Museums Accounts/Reports	Move to Adm. Code
3.624	Fine Arts Museums Terms of existing donations	Move to Adm. Code
3.630(b-d)(4-7)	Asian Art Commission Functions, Powers & Duties	Move to Adm. Code
3.634	Asian Art Commission Compliance with terms of donations	Move to Adm. Code
3.640 to 3.643	California Academy of Sciences	Enact into Ordinance
3.640	California Academy of Sciences Facilities under direction of Academy	Move to Adm. Code
3.641	California Academy of Sciences Relationship with City and County	Move to Adm. Code
3.644	California Academy of Sciences Compliance with terms of Trust	Move to Adm. Code

3.662	Department of Human Resources	Delete reference to implementing date that no longer serves any purpose
3.691 to 3.694	Airports Commission Powers and Duties; Departments and Bureaus; Director; Legal Advisor	Enact into ordinance
3.693	Airports Commission	Move division establishments to Adm. Code
3.694	Airports Commission Legal Advisor	Move to Adm. Code
3.696	Health Commission Director of Public Health Qualifications of Director	Move to Adm. Code
3.696.1	Public Health Employees Transfer of employees from State to DPH	Delete as obsolete
3.698-3 (b) 1-9 (c) 1-5	Department of Parking and Traffic Duties & Functions	Move to Adm. Code
3.699.1 to 3.699.14	Juvenile Justice	Enact into Ordinance
3.700	Department of Public Transportation	Delete
3.704	Department of Public Transportation Legal advisor	Move to Adm. Code
3.706	Department of Public Transportation Municipal Railway Lines	Move to Adm. Code
3.707	Department of Public Transportation Dedicated Revenues	Move to Adm. Code
4.105	Probation Boards	Move to Adm. Code
6.200	Budgeting Estimates	Move to Adm. Code
6.207	Annual Salary Ordinance	Enact into ordinance
6.301to 6.304	Allotments Encumbrances Disbursements Disbursements In Advance of Revenue	Enact into ordinance
6.301	Allotments	Move to Adm. Code
6.303	Disbursements	Move to Adm. Code
6.306 to 6.310	Cash Reserve Fund and Supplemental Appropriations; Emergency Reserve Fund; Clearing House Representative; Custody of Moneys and Securities	Enact into ordinance
6.307	Emergency Reserve Tax Rate	Delete as obsolete
6.311	Receipt, Deposit of Funds	Move to Adm. Code
6.312	Invalidity of Improper Acts	Enact into ordinance
6.313	Penalties	Enact into ordinance

6.400 to 6.403	Property Tax Limitations and Requirements; Limitations on Bonded Indebtedness; Fees for Licenses and Permits; Business License Taxes	Enact into ordinance
6.400	Property Tax Limitations and Requirements	Delete as obsolete
6.401	Limitations on Bonded Indebtedness	Some paragraphs may be obsolete
6.402	Fees for Licenses	Move to Adm. Code
6.403	Business license tax	Move to Adm. Code
6.404	Appropriations for Maintenance of Certain Cultural Facilities	Move to Adm. Code
6.405	Appropriations for Civil Service Commission	Move to Adm. Code
6.406 to 6.408	Harbor Revenues and Expenditures; Utility Revenues and Expenditures; Water Department Revenue Fund; Hetch Hetchy Revenue Fund; Airports Revenue Fund	Enact into Ordinance
6.407	Utility Revenues and Expenditures : "...fiscal year 1937-1938..."	Delete as obsolete
6.410	Limitation on Special Assessments	Delete as obsolete
6.411	Admission Fees to Academy of Sciences Building	Delete as obsolete
6.411	Admission Fees to Academy of Sciences Building	Move to Adm. Code
7.100	Purchasing procedures All paragraphs EXCEPT PAR #1	Move to Adm. Code
7.101	Surplus commodities	Move to Adm. Code
7.103	Requisitions, contract, payments	Move to Adm. Code
7.104	Purchaser's Revolving Fund	Move to Adm. Code
7.200 to 7.206	Public Works and Purchasing Contracts; Public Works Contract Procedure by Ordinance; Progressive Payments; Penalties and Extras; Contractors' Working Conditions; Contract Procedure by Ordinance; Collusion	Enact into Ordinance
7.202	Progress Payments	Move to Adm. Code
7.203	Penalties and Extras	Move to Adm. Code
7.204	Contractors' Working Conditions	Move to Adm. Code

7.302 to 7.309	Bonds for Street and Other Public Work-Revolving Fund; Bond Election by Petition; Bonds for Capital Improvement Projects; Revenue Bonds of the Port Commission; Airport Revenue Bonds; Interest Rates on Bonds; Bonds for Residential Rehabilitation Assistance; Voter Approval of Lease Financing	Enact into Ordinance
7.400 to 7.405	Director of Property; Sale or Exchange of Real Property; Lease of Real Property; Lease of Real Property In Excess of 10 years or Having Revenue of at Least $1,000,000; Sale or Lease of Park Land; Transfer of Park and Other Lands to National Park Service; Sale or Lease of Public Utility Property; Leases and Concessions on Airport Property; Approval of Permits and Licenses	Enact into Ordinance
7.401	Sale or Exchange of Property	Move to Adm. Code
7.402.1	Lease of Property >$1.0M	Move to Adm. Code
7.403	Use of Park Land for Sewage	Move to Adm. Code Delete Paragraph D
7.404	Sale/Lease of PUC Property	Move to Adm. Code
7.600 to 7.606	Public Works Procedure Procedure by General Law or Ordinance; Repair of Accepted Streets; Use of Patented Pavement; Special Assessment Projects; Sewer, Water and Other Connections; Defective Sidewalks; Spur Tracks	Enact into Ordinance
7.601	Repair of Accepted Streets	Move to Adm. Code
7.701 to 7.703	Relocation of Produce District Hours of Public Offices Limits on Claims for Damages	Enact into Ordinance
7.701	Relocation of Produce District	Delete as Obsolete or Move to Adm. Code
7.704	Permits & Licenses	Move to Adm. Code
8.104 to 8.106	Vacancies; Conflict of Interest and Other Prohibited Practices; Penalty for Official Misconduct	Enact into Ordinance
8.200	Procedure for changes in positions	Move to Adm. Code
8.311	Prohibition of Political Activity	Delete as obsolete
8.329	Procedures for Certifications	Move to Adm. Code
8.350	Disability Transfers	Move to Adm. Code
8.351	Automation Transfers	Move to Adm. Code
8.364	Transfer Unused Sick Leave	Move to Adm. Code

8.400	Procedural matters re: Compensation rules Paragraphs (b), (c), (d), (e)	Move to Adm. Code
8.400	Procedural matters re: Compensation rules "minimum compensation...not less than 50 cents per hour..."	Delete as obsolete
8.405	Salaries of Uniformed Forces References to police officers	Move to Adm. Code
8.411	Repair & Replacement of Eqpt.	Move to Adm. Code
8.420	Health Service System	Clean-up
8.441	Transfer vacation Credits	Move to Adm. code
8.506-4	Per Diem Nurses	Delete as obsolete
8.508	PG & E Employees	Delete as obsolete
8.512	Retirement Allowances	Clean up
8.540	1932 Police employees	Delete as obsolete
8.541	Corporal of Police	Delete as obsolete
8.542	1932 Retired Police Member	Delete as obsolete
8.543	1932-1945 Police Members	Delete as obsolete
8.565	1932 Members of Fire Department	Delete as obsolete
8.566	Retired 1932 Fire Members	Delete as obsolete
8.567	1932-1945 Fire fighters only	Delete as obsolete
9.103	Charter Reform	Delete as obsolete
9.110	Special Election Fund	Move to Adm. Code



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